

**William L. Clay Early Childhood  
Development/ Parenting Education Center  
Parent Manual**



**10 N. Compton**

**St. Louis, MO 63103**

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**State Licensed and NAEYC Accredited**

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## **Welcome to the College of Education at Harris-Stowe State University**

The College of Education proudly boasts of its status as the oldest college at Harris-Stowe State University. Accredited by the Council for the Accreditation of Educator Preparation (CAEP), the College of Education is committed to preparing teachers and other school professionals who possess the knowledge, skills, and dispositions to become successful career educators.

The major purpose of the College of Education is to develop reflective practitioners in a diverse society who demonstrate competency in their respective areas of responsibility, utilize research and best practices, are informed decision-makers and advocates for children, and who hold themselves accountable for those whom they serve and to the profession.

Through collaboration with other departments at the university, our faculty and staff are committed to building relationships and creating an environment that is student-centered, provides excellent advising and close supervision to help ensure student success. Current trends, best practices in research, collaboration, reflection, technology use and professional development support and enhance students' experiences throughout their matriculation.

Our programs are designed for traditional, non-traditional, first generation college and transfer students; with courses offered in various face to face, hybrid and online formats.

I encourage you to explore our webpages to learn more about the exciting degree programs, student activities, faculty and staff, and research efforts occurring within the College. We invite you to visit our faculty and staff members at the William L. Clay, Sr. Education Center to learn more!

Please let me know if I can assist you in any way throughout your education journey.

With Hornet Pride,

Dr. Quincy A. Rose  
Dean, College of Education  
Harris-Stowe State University

It's a great day to be a Hornet!

## **Welcome from the Desk of the Director**

Thank you for choosing the William L. Clay Early Childhood Center, where the development of your children is our first priority. The center is a safe, healthy and comprehensive child development facility providing full-day learning experiences for children 6 weeks to 5 years of age. This magnificent program is designed to encourage the social, emotional, physical and cognitive development of a diverse population of children, while embracing their needs and interests to explore, discover, experiment and examine their world through play.

The center's faculty and staff understand and respect parents as children's first teachers and as such, have included an educational component to support parents in increasing their knowledge of child development and strengthening their parenting skills. To that end, the center houses a comfortably furnished resource library for parents where they can relax quietly and read or borrow research-based materials on child development and child rearing practices.

Here at the Harris-Stowe State University child development center, we strongly value inclusion, respect for all children, supportive professional staff and a positive and accommodating family atmosphere. Laughter abounds in a clean, attractive, safe environment where health and safety practices protect children, and exercise and nutritious meals support early efforts for children to adopt healthy lifestyles.

Welcome to a new and innovative learning center that you and your children will appreciate and love! Come join our family. We look forward to hearing from you soon.

Sincerely.

Dr. Jodi Jordan, Director

## **MISSION**

The Mission of the Center is to provide a comprehensive program which enriches and enhances the cognitive, social, emotional, and physical development of young children, six weeks through five years of age, in an environment that promotes and supports informed participation of parents. We also strive to provide opportunities for parents who are interested in enhancing their parenting understandings and skills, in relation to the growth and development of young children.

## **VISION**

The vision of the Clay Center is to provide a safe, healthy, creative, and caring environment—consisting of persons, materials, and space that collectively keeps young children engaged in a wide variety of exploratory activities and fosters curiosity while providing many opportunities to maximize parental involvement.

## **OUR VALUES**

At the Clay Center, we value inclusion; respect for all children; warm, supportive professional staff; low staff/child ratios; attractive, clean, safe indoor/outdoor environments; health and safety practices to protect children; nutritious meals and snacks; and a positive and supportive family atmosphere. The program is deeply rooted in educational beliefs, theory and practices of social and emotional development, theories of how children think and learn, principles of physical development, and an appreciation of cultural influences.

## **CURRICULUM**

Creative Curriculum will be used as the basis for teaching and learning as it incorporates theories and research on brain development and resiliency. Aspects of the constructivist approach will be integrated into daily programming. Children will: be valued, feel competent, and allowed to express their independence; learn to express their feelings in appropriate ways; develop trusting relationships with nurturing adults; learn to demonstrate caring and cooperation; develop gross and fine motor skills; and develop strategies for solving problems. Parents will be provided a newsletter detailing weekly classroom activities and lesson plans will be posted outside of each classroom. Parents will also receive weekly updates regarding center events and announcements from the Director via email.

As a component of exploratory learning, discovery, and physical development, children of all ages must have daily opportunities for outdoor play. State licensing regulations and accreditation standards require at least one hour a day for children in attendance a full day. National Health and Safety Performance Standards, developed by the American Public Health Association, U.S. Department of Health and Human Services, and American Academy of Pediatrics, dictate wind chill factors and heat indices safe for outdoor activities. However, if the wind chill factor or heat index falls within the safe range as dictated by the National Health and Safety Performance Standards, the director will not allow children to spend time outside if it seems to pose a health risk to any or all children. The director, teachers, administrative assistant, and security officer also monitor air quality conditions that pose health risks for children.

**We serve families interested in the highest quality care for children six (6) weeks through five years of age. The Center does not discriminate on the basis of gender, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability.**

**In compliance with the Americans with Disabilities Act (ADA), the Center will make reasonable accommodations to enable the enrollment and participation of children with disabilities.**

### **NAEYC ACCREDITATION**

The Clay Center is accredited by the National Association for the Education of Young Children (NAEYC). To be a nationally accredited program means that our Center has demonstrated a strong commitment to providing high quality programs for young children and their families. Accreditation is for a period of five years, after which reaccreditation begins the evaluation process anew.

### **PROGRAM PHILOSOPHY**

Children are encouraged to develop a positive self-image, to learn inner controls and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

### **ADMISSION PROCEDURES**

The licensed capacity of the Center is 148 children and enrollment is guaranteed to maintain the required teacher/child ratio. Applications for enrollment will be accepted year-round. The peak enrollment periods for child development centers are usually May-July for fall admission and December for spring admission. A prioritized waiting list will be maintained. The Center requires a \$100.00 **non-refundable** enrollment application fee.

The following must be completed **before** a child begins attending the Center:

- Complete application form with non-refundable deposit
- Schedule of hours child will attend
- Medical exam with immunization
- Health history
- Family contact information
- Emergency information
- Consent for medical treatment
- Signature indicating the Parent Manual has been received, read, understood, and terms accepted

Parents of infants must provide:

- Bottles and nipples
- Formula or breast milk (up to 12 months of age)
- Baby cereal/Baby food (unopened)
- Pampers/diapers
- Wipes

Parents of all children must provide:

- Change of clothing suitable to weather conditions

Our center gathers information during the enrollment process by asking parent's questions and collecting the following items: enrollment form, health history, child and family background information. All the data is kept strictly confidential in the child's file and kept in the director's office. The Clay Center only releases your information under your authorization.

Parents can request to be placed on the waitlist for enrollment. If space becomes available, parents will be contacted for immediate placement. Parents are responsible for all applicable fees at the time the space has been made available for their child.

## **IMMUNIZATIONS**

Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools are required to notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.”

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending William L. Clay Early Childhood Development/Parenting Education Center may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

## **GETTING TO KNOW OUR CENTER FAMILIES**

Our center has an open door policy. Parents and family members are welcomed at all times. The Clay Center builds positive relationships with our families by being familiar with their unique characteristics, strengths and issues important to each of them. To develop partnerships with the families we create a welcoming environment and opportunities for involvement. Families are welcome to participate in the class activities and school events. We encourage families to attend parent meetings, conferences and family fun night events. Some other ways for families to be involved include:

- Making things for the program/ Contributing to the curriculum
- Sharing their culture, a talent or profession
- Participating in the class activities or school wide events

Some additional ways are:

- Parent advisory
- Participating on fundraising committees
- Parent approved education workshops

## **COMMUNICATING WITH FAMILIES**

In addition to conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child’s classroom. Ways of communicating with families include:

- Weekly Newsletters
- Monthly Center Newsletters
- Telephone calls
- E-mails
- Daily sheets
- Notices
- Brightwheel
- Articles of interest, community resources, and relevant websites

## **DISCIPLINE POLICY**

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of the conflict. Children who are having difficulty for any reason will be re-directed to another activity with teacher assistance. On occasion, a child may be separated briefly from the group or taken up to the office to sit with an administrator where he/she can gain enough self-control to rejoin the group. The child will always be left in an area where he/she is in full view of, and can be supervised and supported by a staff member. Interaction between the child and a staff member will take place immediately following the separation to guide the child toward appropriate group behavior. Any method of discipline which frightens, demeans, or humiliates a child is strictly prohibited. The following process will be implemented for children displaying behaviors that are recurrent or not consistent with the expected behavioral norms:

1. The teacher will inform the director of any concern. At this point the staff has observed a child exhibiting non-cooperative behavior and typical classroom management techniques have not reduced this behavior. The teacher will maintain documentation (Brightwheel, anecdotal notes) of such behaviors or incidents. Parents will be informed of behavioral concerns.

2. After the parent has been informed of the behavior, the director will spend time in the classroom observing the teachers and children to identify any circumstances or patterns surrounding the behavior.

3. If techniques or strategies suggested by the director are not showing any improvement in the behavior, parents will be called in for a conference with the teacher(s) and the director. We will work together as a team to devise a consistent and positive plan of action for behavior modification. If it is determined that there is a need for additional intervention, Clay Center staff will work with families to explore options for professional diagnoses.

It is the responsibility of parents to follow through with referrals and to make appointments with their school district for the development of IEP's. If the child is determined to have behavioral issues, as determined by the district, the Center welcomes therapists to work with children in their child's classroom. Center staff will, under no circumstances, share children's or family's information with any social service agency or school; district without written consent from the parent/guardian that enrolled the child. Staff may however, provide families with information needed to transition children from the Center to the school of choice, if requested.

## **CHILD ABUSE POLICY**

All staff of the Clay Center are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. The Children's Division toll free number is 1-800-392-3738. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported. All staff, students and volunteers are required to complete a background check.

## **ACCUSATIONS OF ABUSE MADE AGAINST STAFF**

If a staff member is accused of child abuse, a report will be made immediately to campus police, Human Resources, and the Dean of the College of Education. The Missouri Department of Health and Social Services-Section for Childcare Regulation, the Children's Division, and the child's parents notified by the center director. During the investigation, our program will follow the advice of the University attorney and law enforcement regarding suspension of the accused.

Our program prevents accusation of child abuse by: conducting cursory health checks each day and reporting/documenting any injuries or physical marks, always having at least two staff on-site, making sure all rooms are easily observed through windows and doors, providing hour-long lunch



breaks daily, having clear discipline and guidance guidelines, training on child development, having complete family registry screenings on file, frequent classroom observations, and cameras in each classroom where activities can be observed from the higher education area of the building.

### **NEGOTIATING DIFFERENCES**

When a parent has a concern about some aspect of our childcare program we will take every step to help resolve the issue as promptly as possible, keeping the safety and well-being of the children and staff as a priority. The Clay Center is always open to suggestions and feedback to improve the way we serve you and your family.

### **STAFF HIRED BY PARENTS**

In the event that you enter into an agreement with a Clay Center employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Clay Center employee. We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children.

### **DAILY ROUTINE / HOURS OF OPERATION**

The Center is open from 6:00 a.m. to 6:00 p.m. Monday through Friday, however, we do not encourage leaving children in non-parental care 12 hours per day. A late pick-up fee of \$1.00 per minute will be charged for the first two (2) late pick-ups and the third late pick-up will result in a \$5.00 per minute late fee. Late charges must be paid the morning following the violation of Center hours. Chronic late pick-ups will result in termination of enrollment

**HOLIDAYS:** The Center will be closed on the following days because Harris-Stowe State University observes the following:

- New Year's Day
- Dr. Martin Luther King's Birthday
- Presidents' Day
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day, Wednesday before and Friday following
- Winter Break (Official closing of University or call of the President)

### **ATTENDANCE**

This is a comprehensive child development program and not a "day care" center. Families are asked to establish and maintain good attendance records for the children. Children need consistency in learning and socializing. If the child is going to be absent, please notify the Center as soon as possible. We will miss your child. Children should be in school no later than 9:30 a.m. to enjoy the benefits of the full teaching/learning experience. We understand that children may occasionally be late. Please inform your child's teacher if your child will be arriving after 9:30 am.

## **VACATIONS**

The Center respects times that families choose to spend vacationing as a unit. However, monthly fees still apply while children are away on vacation. We ask that parents notify us at least two weeks in advance of the proposed time away from the Center. If a child is taken out of the Center for the summer and families are on the waiting lists or new arrivals are in need of childcare, spaces will be assigned. A child's space can only be reserved if payment is made during the time of the child's absence.

## **DISCHARGE POLICY**

Parents may withdraw from the Center by giving a two-week written notice. Fees must be paid for the period of notice. Childcare services may be terminated for the following reasons:

- Withdrawal by parents/guardians
- Failure to pay fees on a timely basis
- Failure to follow the HSSU Center policies and procedures including chronic late pick-up
- Parental behaviors endangering children/staff
- A child's disruptive behavior that cannot be redirected through parent/staff intervention and/or counseling. Other documented incidents regarding a child's behavior resulting in an unsafe environment for other children
- Occasionally, we may enroll a child with certain medical problems on a trial basis and may have to discharge that child if it is determined that we truly cannot meet the needs of the child.

In the event, it is deemed necessary to terminate a child's enrollment, the Director will request an audience with the parents/guardians to discuss and remediate the concern. If the situation continues, or if there is failure to comply with any stipulations discussed, the Director will provide written documentation and another opportunity for parents/guardians to correct the concern. Due process will be followed before termination actions are taken.

## **ARRIVALS/DEPARTURES**

The Center is open from 6:00 a.m. to 6:00 p.m. Please respect the hours of operation sign-in your child by 9:30am. Each parent/guardian must accompany the child into the child's classroom and sign in/out daily. Full name and times of arrival and departure will be required. Coming into the classroom provides opportunities for parents/guardians to speak with the teacher, share anecdotes, and observe.

Please notify relatives, friends or others on your emergency form that a photo ID will be required if the enrolling parent calls in to ask that the child be picked up by another. For the safety of children, the Center will not release any child to ANYONE who appears to be under the influence of a mind-altering substance (alcohol or any other drug). It is unlawful for anyone under the age of 18 (other than a parent) to sign a child in/out of the Center (siblings included).

## **PARENT CUSTODY AND AUTHORIZED CONTACT PROCEDURE**

When one parent wishes to exclude the other parent from picking up or visiting a child at the Center, the contesting parent or legal guardian must provide a legal document such as a custody ruling or restraining order. This information is then placed in the child's file and documented on the pick-up list.

If a parent tries to pick up a child from the center in violation of a current custody order or restraining order, classroom staff or the Center director will tell the individual about the documented legal restriction. If the non-custodial parent refuses to leave the center, staff will call public safety, the police and notify the custodial parent.

In cases where there are no legal restrictions, staff will determine who is authorized to pick up a child based on information the parent or legal guardian provides on the most current Emergency Information form. Only persons over the age of 16 (sixteen) whom the parent has designated may pick up a child from the Center. A parent who wants someone not on the emergency form to pick up a child on a single occasion should make a written request or call the center to inform the staff. Staff will discourage parents from making requests over the phone, although they may be granted in emergency cases when the identity of the caller is not in question.

Staff will request picture identification from anyone whom they don't recognize that comes to pick up a child. The name on the identification must match that on the most current Emergency Information form (allowing for misspellings) or on the parent's written request.

### **INCLEMENT WEATHER POLICY**

In the event of inclement weather, the Clay Center will make every attempt to open as usual. However, to preserve the safety of our staff and children, we will close if conditions warrant such action. It is at the discretion of the University's President to make the decision to close earlier or open later due to natural disasters (i.e. snow, ice ...) The Center will follow the schedule of the University in case of inclement weather. Major TV networks will begin to note changes in scheduling beginning at 5:00 a.m. if announcements have not been made the night before. Please note the school closings or late start announcements and be mindful that Center staff must also take precautions getting to and from the facility. If the Center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified by phone, email (if possible), and on local network stations. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

### **SIGNING IN AND OUT**

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. There is a sign in/sign out sheet within/near each classroom entry door. Parents are welcome to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye.

### **SECURITY SYSTEM**

The doors to the center are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. The front vestibule has a keypad that when a fob is placed on the sensor, the magnetic lock on the inner doors is released. When you enroll your child, you will be given an entry fob for independent entry. There is a front doorbell should you forget the procedure. Please do not give the fob to others who are authorized to pick up your child. Photo I.D. is required and kept on file for who is authorized to pick up your child.

Each family who enrolls at the Clay Center will receive a security fob that will grant access to the Clay Center when it is used. Only one fob will be granted per family. Families may pick up their fob on their first day of their child's enrollment. Families transitioning from the Center after receiving the fob must

return the fob to the Clay Center on the last day of attendance. Families will be charged \$50 for lost fobs or failure to return fobs after leaving the Center.

### **DISASTER PREPAREDNESS**

The Center has an Emergency Plan of Action in cases of any disaster. Evacuation plans are rehearsed and posted. Parents can assist in making occurrences less stressful by keeping emergency names and numbers updated. Monthly drills will be practiced, and at least two-days of permanent supplies (food, water, blankets, flashlights, and other first-aid supplies) will be kept on hand. In cases of an emergency or disaster, every effort will be made to contact parents as soon as possible. If we cannot reach parents, we will contact emergency contacts. **Please do not call the center because all phone lines will be needed to call emergency personnel. Come as quickly as possible for your child and try to remain calm to avoid upsetting the children.**

### **PARENT VISITS**

Custodial parents are welcome at any time and breastfeeding mothers are especially encouraged to come for feedings to enjoy that special bonding time with baby. The Center is not an appropriate place for other family and friends to visit the child. If there are problems arising from parent visits that interfere with the delivery of quality childcare, then the parent(s) will not be permitted in the classroom. Please feel free to use the observation booths to see your child without having him see you. You are encouraged to volunteer, become involved with the program, use the Parent Resource Library, and consider serving on the advisory board. The Center is open to families at all times. There is no need for parents to call or make appointments to visit. We encourage family involvement and promote ongoing parent/staff interactions in the teaching/learning process and in planning and decision-making processes. All parents are encouraged to participate in Center parent association meetings. Parents are expected to work with the director and teaching staff to plan and execute activities of interest to the children and the Center.

### **AUTHORIZATION TO RELEASE A CHILD**

A child will be released to parents and those adults identified by the parents as authorized to pick up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent. In emergencies, phone calls providing identification information will be accepted. Proper I.D. must be given before the child is released.

### **EMERGENCY CONTACTS**

Your emergency contacts listed on application WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

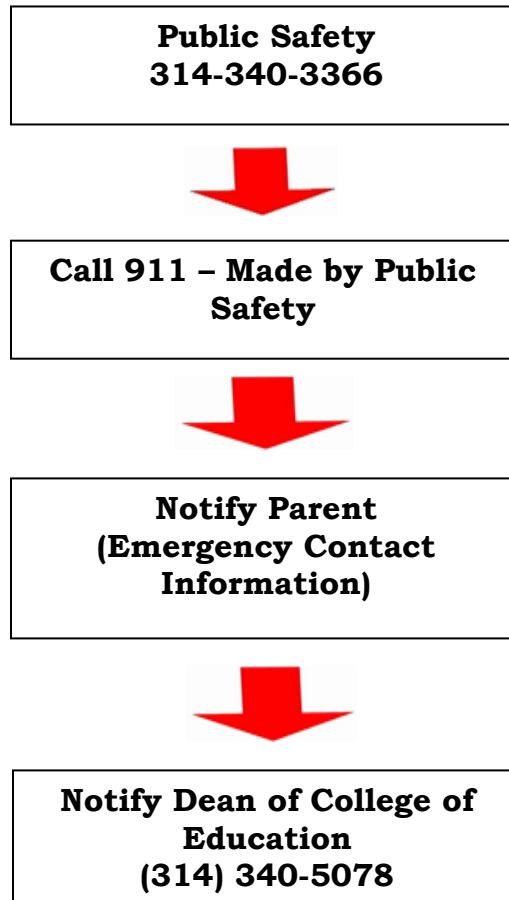
1. Two (2) contacts that live in a 24 mile radius of the Clay Center
2. Your contacts should know that they have been recorded on the card and are responsible for your child in the event that they need to pick up your child at any time throughout the day

### **EMERGENCY NOTIFICATION CALL PROCEDURE:**

In the event of a medical emergency, the following emergency notification procedure should be followed:

**Notify Center Director  
314-340-5066**





### **PICK-UP POLICIES**

Because of our concerns for the children's safety, both physical and emotional, we ask that once the child has been released to your care at day's end, your child not be permitted to run in the hallways, roam unattended or enter the kitchen, offices, or other classrooms.

Parents who spend a little time in their child's classroom at day's end need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child.

Parent's visiting in classes at day's end may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the teacher if it time to leave.

**"One for the Road"** – At times a little snack may be necessary for the drive home, so we have provided a snack of Animal crackers or Cheez-Its which is located in the Director's office. Please limit the amount your child takes to "one".

### **PARKING**

There is limited short-term parking available in the front of the center. We ask that you not leave car motors running or leave other children unattended within your car when you enter the building. We also ask that parents immediately move their vehicles once they have dropped off/picked up their child so that there is always enough room for other arriving parents. If you need to visit with the classroom teacher or the Center Director, please be sure to park your vehicle along the side or the rear of the building, leaving the front of the center available for parents who need to quickly retrieve their student(s).

## **PERSONAL BELONGINGS**

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are “soft cuddlies.” A book or cassette to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so as not to be lost, broken or envied by others. Action figure/superhero toys and projectile toys are not permitted in the center. Videotapes may be brought from home, to be shared at school during inclement weather or when curriculum themes relate.

## **MEALS**

Breakfast will be served between 7:30-8:40 a.m. Breakfast tables will be cleared promptly at 8:55 a.m. If you are unable to arrive at the Center before the breakfast hours, please provide breakfast at home. Lunch begins promptly at 11:30. A nutritious afternoon snack is served after naptime. Milk is served at lunch to all children and made available, as needed. Parents of infants are asked to provide their own formula (or expressed milk for nursing infants if parents so choose) for those not yet ready for container milk. Parents must inform the center of any special dietary requirements, including food allergies. Food allergies and special dietary needs will be posted. Arrangements will be made to accommodate children with special diets and other food service needs.

## **INJURY/ACCIDENT**

The Center will provide a safe, injury and accident-free environment for all children and adults. However, the behaviors and curiosity of young children sometimes result in accidents. Sometimes they will bite and hit because they do not have skills to effectively communicate their feelings. The Center curriculum will emphasize ways of communicating when upset. In case of accidents/injuries, first aid will be administered in cases of minor injuries. Parents will be notified in the event of serious injuries. At least one staff member in each classroom will be certified in First Aid and CPR. When necessary, the campus nurse will be consulted regarding injuries. All injuries will be documented in writing and shared with parents/ guardians along with the treatment administered.

## **CLOTHING**

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day’s weather changes. All clothing should be labeled with the family’s name, to facilitate dressing and reduce loss. Two full sets of extra clothes should be kept at the center, even for the oldest children. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them. Shoes need to be appropriate for indoor/outdoor play. Hot, wet snow boots, for health reasons, need to be replaced with indoor shoes. Sneakers or rubber-soled shoes are required for safe play; an extra pair may be left in the child’s cubby and teachers will gladly help with the changes.

## **REST TIME PROVISIONS**

Each infant will be assigned his/her crib personal crib and crib linen that will not be shared. Toddlers will be assigned personal cots, six (6) inches from floor to top of cot, and personal linen. All linen will be supplied by the Center and laundered by Center staff. If a child has a favorite blanket, we do encourage parents to bring that blanket to be kept at the Center and laundered with

other linen from the child's room. Children will be supervised at all times and that includes napping.

## TRANSITIONS

Transitions occur at a time when children reach their birthday. The Clay Center strives to operate as a family where all children are greeted and acknowledged by teaching staff so no adult in the Center is a stranger to the children. Teachers in those classroom from which the children exit, write letters to parents informing them of the transition and teachers receiving those children write letters welcoming the children to the new class. Fees for students who transition after the 10<sup>th</sup> of the month will be adjusted at the beginning of the next month. Birthday adjustment fees will be made for students who have birthdays prior to the 10<sup>th</sup> of their birthday month.

## FINANCIAL POLICIES / TUITION POLICY

Effective July 2019:

Tuition at the Clay Center is based on enrollment, not attendance. All monthly fees are due on the 1st day of the current month and must be paid by the 5<sup>th</sup> day of the month. If fees are paid after the 5th day of the month, a \$25.00 late payment charge will be added to your account. If fees are not paid by the 10<sup>th</sup> day of the month, your child will not be accepted into the program until all fees are paid. **We will only accept credit or debit cards for all payments.**

### ECC Fee Schedule

| Ages                           | Monthly Tuition |
|--------------------------------|-----------------|
| Infants (Birth to 12 Months)   | \$1,232.00      |
| Toddler I (1 year – 2 years)   | \$1,102.00      |
| Toddler II (2 years - 3 years) | \$ 986.00       |
| Pre-K (3 years – 5 years)      | \$ 866.00       |

A 10% Discount is honored for families with multiple children enrolled, for the child with the lesser rate.

**\*No discounts are given for sick/missed days or holidays.**

**No other discounts may be applied for any child/children enrolled in State Subsidy.**

State Subsidy is based on the State of Missouri (or State of Illinois) rates. Parent Payment varies based on State Subsidy received per child.

### Other Fees and Adjustments

| Other Fees                                                                                               | Amount   |
|----------------------------------------------------------------------------------------------------------|----------|
| Non-Refundable Application Fee                                                                           | \$100.00 |
| Returned Check Fee                                                                                       | \$ 25.00 |
| Late Payment Fee – for unpaid balances that exist on the account by the 5 <sup>th</sup> day of the month | \$ 25.00 |

Late Fees

|                                                      |                   |
|------------------------------------------------------|-------------------|
| Late pick-up fee—first 2 occurrences per school year | \$1.00 per minute |
| Late pick-up fee—after 2 occurrences per school year | \$5.00 per minute |

Payments for Late pick-up fees are added to your child's monthly tuition statement; chronic abuse may result in termination. All payments should be made only by check, credit card or money order.

## **BILLING**

Our fees are based on enrollment and not attendance. Fees must be paid by the fifth day of each month. Failure to pay will result in termination of childcare services. Checks must be made payable to: Harris-Stowe State University. A fee of \$25.00 will be assessed if a check is returned as non-payable. After the third offense, we will only accept debit/credit cards, cashier's check or money order. Parents will be given access to Procure, our payment system to make online payments to their accounts. The Center will issue monthly billing statements and will provide end-of-the-year expense statements for tax purposes.

## **HEALTH POLICIES**

“The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in day care because of the many close physical interactions between children and adults. The majority of daycare programs attempt to exclude ill children.

However, illness among young children is frequent and many parents want to bring mildly ill children to day-care programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child's illness requires exclusion. Day-care personnel criticize parents for demanding care for sick children. In turn, parents criticize day-care programs, believing that their children acquire their illnesses from day-care contacts. The resulting tensions strain parent/staff relationships, negatively affecting the quality of the day-care experience.

The health policy of the Clay Center is designed to best meet the needs of our children, parents and staff. There are guidelines that we must follow to prevent the spread of illness among the students. However, as much as we try, it is difficult to keep children healthy when sick children come to school. We will always notify parents immediately when any contagious disease occurs in the facility. Parent(s) will be contacted but their child may remain in care in the event of the following:

- a temperature of **up to** one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm;
- After an illness has been evaluated by a physician, medication has been prescribed and any period of contagion has passed as determined by a licensed physician;
- When it has been determined that a child has a common cold unless the director and the parent(s) agree that isolation precautions should be taken;
- When a child has vomited once with no further vomiting episodes, other symptoms, or both; or
- When a child has experienced loose stools only one (1) time with no further problems or symptoms.

**However, if children exhibit any of the following symptoms, they must be sent home:**

- **Fever over one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm. Your child must be fever-free for 24 hours before returning to the school;**



- Diarrhea—more than one (1) abnormally loose stool.
- Vomiting more than once
- Severe coughing—if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing;
- Difficult or rapid breathing (especially important in infants under six (6) months);
- Yellowish skin or eyes, or Pinkeye—tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;
- Unusual spots or rashes or infected skin patch(es)
- Sore throat or trouble swallowing;
- Unusually dark, tea-colored urine; or grey or white stool
- Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

### **DAILY HEALTH CHECK**

Staff will perform a daily health check on each child upon drop off every morning. The daily check will examine whether or not the child has:

- Fever or elevated body temperature of 100°
- Skin rashes or unusual spots

### **MEDICATION**

Medication will be administered to children under the following conditions: written parental authorization and direction from child's physician; medication in original container and labeled with child's name, physician's name, pharmacy, name of medication, dosage, and directions for administration. The administration of non-prescription meds will be considered on an individual basis. All authorization forms for medicines must be signed by enrolling parents/guardians. Sunscreen is considered medication and therefore must be accompanied with a permission slip signed by the enrolling parent if it is to be applied. If insect repellents are recommended by the public health authorities, only those repellents containing DEET, purchased by parents, and brought to the Center will be used on children two months or older. Because of possible allergic reactions, the Center will not, under any circumstances, administer the first-time dose of any medicine to any child.

***HARRIS-STOWE STATE UNIVERSITY***  
***William L. Clay, Sr.***  
***Early Childhood Development/Parenting Education Center***  
***Parent Manual***

Parent Agreement

I, \_\_\_\_\_, have read and understood the statements presented in the manual, had opportunities to ask questions for clarification, and agree with all statements and agree to abide by the policies and procedures as stated in the William L. Clay Early Child Development/Parenting Education Center Parent Manual. I also agree to become actively involved, as the primary educator of my child(ren), with the Center's staff as a volunteer, participant in family/teacher conferences, and/or resource/support person to insure the success of the Center's operations.

Please sign and return to administrative assistant for filing. Thanks.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_